

## VARIANCE APPLICATION

### SECTION I: PROPERTY OWNER(S)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**\*If more than one owner, attach additional sheet with names, addresses and signatures as requested below**

### SECTION II: APPLICANT INFORMATION & PRIMARY CONTACT INFORMATION

**Applicant** Name: \_\_\_\_\_

Affiliation with Project: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Primary Contact** Name: \_\_\_\_\_

Affiliation with project: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### SECTION III: PROPERTY

Street Address: \_\_\_\_\_

General Location/Assessor's Parcel Number: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

General Plan Classification: \_\_\_\_\_

Legal Description (Section, Township & Range): \_\_\_\_\_

Describe the request: \_\_\_\_\_

From what section of the Zoning Ordinance are you seeking relief? \_\_\_\_\_

What kind of relief are you seeking? \_\_\_\_\_

#### SECTION IV: SUBMITTAL REQUIREMENTS

Please provide the following (attach additional sheets):

Office  
 Check-in    Applicant  
 Use Only    Checklist

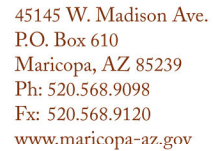
- ☐ ☐ Project narrative (scope of work proposed)
- ☐ ☐ If a Land Variance Request, please submit an A.L.T.A. Survey (no older than 90 days)
- ☐ ☐ **Neighborhood Notification Letters**  
 Once staff has approved the applicant's neighborhood notification letters applicant must mail out advisory letters to all adjacent property owners within three hundred (300) feet of the external boundaries of the subject property. Copies of the Neighborhood Notification Letter Template are available online.

Mailing Instructions:

- Letters must be sent **via certified mail** and with the **City's mailing address as the return address: City of Maricopa Planning Department Case #\_\_ P.O. Box 610 Maricopa, AZ 85239**

Submittal to City:

- ☐ ☐ One (1) copy of Owner Advisory letter mailed to all property owners within three hundred (300) feet of the external boundaries of the subject property
- ☐ ☐ One (1) copy of complete, alphabetized list of all property owners within three hundred (300) feet of the external boundaries of the subject property (**list submitted may be no older than 30 days**)
- ☐ ☐ One (1) copy of a map of the area depicting the three hundred (300) foot radius from which the adjacent property owner list was derived, showing adjacent properties and noting existing land uses and zoning.
- ☐ ☐ Source from which list was derived (i.e. name of Title company)
- ☐ ☐ Three (3) full size prints (preferably 24" x 36") of:
  - a. Site Plan showing the minimum zoning requirements and the proposed development if the variance is granted.
  - b. Floor Plans
  - c. Exterior Elevations
- ☐ ☐ One (1) 8.5" x 11" PMT of each above referenced exhibits
- ☐ ☐ Completed "Justification of Variance" form (see below)
- ☐ ☐ Title Assurance from a Title Company naming all current property owners with corresponding addresses. \* A Proposition 207 waiver will be required prior to Council approval.
- ☐ ☐ Fees: Residential (\$200 per request, \$50 for additional)  
 Other (\$500 per request, \$100 for additional)



According to State Law, a Variance cannot be granted unless evidence is presented that satisfies the four conditions listed below. Failure to adequately provide such information will result in a continuance or denial of your case (attach additional sheet if necessary).

1. There exists special circumstances or conditions regarding the land, building or use referred to in the application which do not apply to other properties in the district.  

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2. The above special circumstances or conditions are preexisting and are not created or self-imposed by the owner or applicant.  

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3. The Variance is necessary for the preservation of substantial property rights. Without a Variance the property cannot be used for purposes otherwise allowed in this district.  

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4. The authorizing of the variance will not be materially detrimental to persons residing or working in the vicinity, to adjacent property, or to the neighborhood or the public welfare.  

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I have read the Variance Application and understand that if my application is not complete in all respects, it will not be scheduled until such time as it is complete.

|                        |            |      |
|------------------------|------------|------|
| Signature of Applicant | Print Name | Date |
|------------------------|------------|------|

|                             |            |      |
|-----------------------------|------------|------|
| Signature of Property Owner | Print Name | Date |
|-----------------------------|------------|------|

**\*If more than one owner, attach additional sheet with names, addresses and signatures**

| OFFICE USE ONLY    |               |
|--------------------|---------------|
| Case #:            | Zoning Map #: |
| Fees:              |               |
| Date of Submittal: | Accepted by:  |